

CITY OF SANTA CLARA PARKS AND RECREATION DEPARTMENT
APPLICATION & PERMIT FOR THE USE OF YOUTH ACTIVITY CENTER
FOR A BIRTHDAY PARTY

Name

Home Phone Work / Cell Phone

Street Address

City State Zip

Child's Name

Child's Date of Birth

Date of Event

Time of Event

☐ 1:00 pm – 2:30 pm

☐ 3:30 pm – 5:00 pm

Expected Attendance (50 maximum)

Please indicate any special needs or instructions the staff should be made aware for your child.

(FOR DEPARTMENT USE ONLY)

☐ Resident (\$204) ☐ Non-Resident (\$234)

Date Input

Staff Initials

Rental Fees \$ _____

☐ Personal check

☐ Money order

☐ Cash

☐ Charge



City of Santa Clara Parks & Recreation Department
Walter E. Schmidt Youth Activity Center
2450 Cabrillo Avenue, Santa Clara, CA 95051
408/615-3760
<http://santaclaraca.gov/index.aspx?page=246>

BIRTHDAY PARTY PERMIT INFORMATION SHEET Walter E. Schmidt Youth Activity Center

The City of Santa Clara offers facilities for birthday parties for children ages 1-4 years old. All parties will have a staff person to lead the party activities. Parties will have 45 minutes of activities in our activity room, and 45 minutes of party time on the patio for food, drink, and cake. All activities must conclude by the scheduled end time.

I. WHO CAN APPLY?

Residents: Birthday party facilities are available to residents of the City of Santa Clara. Permit applications are accepted no more than 4 months in advance and no less than 30 days. To qualify as a Santa Clara resident, applicants must reside or own property within the city limits or Santa Clara Unified School District. Children with grandparents that are Santa Clara residents also qualify. Current proof of Santa Clara residency or Santa Clara Unified School District status is required at the time of application. The resident fee is \$204.00.

Non-residents: Birthday party facilities are also available to non-residents. Permit applications are accepted no more than 3 months in advance and no less than 30 days. The non-resident fee is \$234.00.

4 MONTH & 3 MONTH RESERVATION SCHEDULE

Permit applications are accepted no less than 30 days prior to the event.

Month of Use	When to Apply		Month of Use	When to Apply	
	Resident	Non-Resident		Resident	Non-Resident
January	September	October	July	March	April
February	October	November	August	April	May
March	November	December	September	May	June
April	December	January	October	June	July
May	January	February	November	July	August
June	February	March	December	August	September

II. HOW CAN I APPLY?

- All applications must be made in person at the Walter E. Schmidt Youth Activity Center, 2450 Cabrillo Avenue, Santa Clara. NO RESERVATIONS ARE MADE BY PHONE.
- Applications are accepted on a first-come, first-serve basis.
- Payment is due in full at the time of registration.
- Cancellations must be made 7 days prior to party date are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days of party date forfeits all fees.
- Confirmation is secured after application has been approved by City staff. Written notification is sent approximately ten days after the application is made.

III. PARTY INFORMATION:

- A. Maximum: 15 children, 1-4 years old
- B. Hours of use: Saturdays, 1:00 pm - 2:30 pm or 3:30 pm - 5:00 pm.
- C. Maximum occupancy: 50 people
- D. A staff person will contact you prior to the event to discuss the details for the party activities planned for your party.
- E. Decorations and balloons may be set up 30 minutes prior to event. Participants are responsible for set up and removal of decorations. Thumbtacks or glue may not be used to secure decorations. The facility must be left in the condition it was found.
- F. Activities will be conducted in our activity room (Cabrillo Room) with the play equipment.

IV. FOOD AND BEVERAGES:

- A. Food and drink may be served on the patio only.
- B. Participants are responsible for food service and clean up.
- C. Food must be brought ready to serve. Food preparation area is not available.
- D. No BBQs are allowed.
- E. No alcoholic beverages are allowed.

V. RULES & REGULATIONS:

- A. Applicant must be present at the event.
- B. No vehicles allowed in any City park.
- C. No hard liquor, beer, wine, or champagne are allowed in the Youth Activity Center.
- D. Food is allowed on the Patio only. No outside chairs or tables are allowed.
- E. If event is to be catered, a caterer from the City's "Approved Caterer's List" may be selected. This list is available upon request.
- F. The premises and facilities used must be restored to the condition in which found, immediately after completion of permitted use.
- G. A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department.
- H. No amplified music is allowed.
- I. No smoking is allowed.
- J. No inflatables, bounce houses, or interactive games.
- K. Pets are prohibited.
- L. If residency is falsified, all fees and reservations will be forfeited.